

	<b>Western Lakes Fire District Policies &amp; Procedures</b>		<b>600.010</b>	
	<b>Subject:</b>	District Full-time Employee Benefits		
	<b>Initial Date:</b>	03-27-2017	<b>Revised Date:</b>	02-28-2022
	<b>Approved By:</b>	Fire Board		

### **PURPOSE**

The purpose of this policy is to describe the offering of Fire District benefits for sworn and nonsworn full-time employees.

### **RESPONSIBILITY**

1. All full-time employees of the Fire District have the responsibility to comply with and ensure that they are adequately trained, fully understand, and comply with this policy.
2. All full-time employees of the Fire District have the responsibility to learn and follow this policy.

### **DEFINITIONS**

Sworn Full-Time Employees – Employees of the Fire District that are hired and scheduled to work at least 2,080 hours in a calendar year and have been sworn as full-time employees of the Fire District by the Fire Commission and Fire Board and who the Board designates are eligible for benefits under this policy.

Non-Sworn Hourly Full-Time Employees (Interns) – Employees of the Fire District that are employed within the Department’s paid internship program and scheduled to work on average 56 hours per week and have not been sworn as full-time employees of the Fire District by the Fire Commission and Fire Board. The Board has designated these employees as only eligible for certain benefits for a limited class of employee benefits as part of their full-time employment package with the Fire District, only as expressly identified within this policy.

Hourly Employee Group – Sworn full-time employees paid hourly who are scheduled to work Monday through Friday.

Hourly Shift Employee Group – Sworn full-time employees paid hourly who are scheduled to work rotating twenty four hour shifts which include weekends and holidays.

Salaried Exempt Employee Group – Sworn and non-sworn full-time employees paid a salary responsible for administrative tasks, who are scheduled to work any variation of the above.

## **DISTRICT POLICY FOR BENEFITS**

This Policy sets forth employment policy guidelines regarding benefits and general expectations of professional behavior and conduct which employees are expected to follow. This Policy informs employees about what the employer may generally expect from the employees so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants. None of the statements or policies are meant to create any contract of employment, nor do they imply that the employer is guaranteeing any benefits or employment for any person. This Policy is not nor is it intended to be construed as an employment contract or to guarantee any rights to employees. Final interpretation and implementation of any of the policies or rules in this Manual are vested solely with the Board through the Fire Chief. The Policies are subject to change at any time by the Board and will be reviewed and revised periodically. This Policy eliminates and supersedes any prior memorandum of understanding between the District and any employee. Any wages, benefits and conditions of employment applicable herein are not available to any employee who is subject to a collective bargaining agreement except that such employees shall follow any rules of conduct established herein.

### **This Policy is Bifurcated into two sections:**

- Section 1: Benefits for sworn full-time employees and non-sworn salaried employees
- Section 2: Benefits for non-sworn full-time employees (Interns)

## **SECTION 1: BENEFITS FOR SWORN FULL-TIME EMPLOYEES AND NON-SWORN SALARIED EMPLOYEES**

### **Employment Package**

Sworn full-time employees of the Fire District and Non-sworn full-time salaried employees will be provided with the following employee benefits as part of their full-time employment package with the Fire District as identified here in Section 1. The Fire Board approves the policy and the benefits outlined in the policy and reserves its right to make any changes at any time to this policy and the benefits afforded herein. The Fire Board will approve the employees wage step at time of hire, and review additional steps annually. The Fire Board may establish a mutually agreed upon employment contract with salaried employees that differs from this policy and such contract must be in writing, approved by the Board at a duly-noticed meeting of the Board, and intended to be a contract.

### **Regularly Scheduled Hours**

Employees will be assigned their regular scheduled hours/shift. These hours may change based on the needs of the District.

- Hourly Employees
  - Hours of shift may be a 9-hour shift working Monday through Friday as assigned by the Chief.

- Hourly Shift Employees (24 hour shifts)
  - Hours of shift may be from 6am until 6am the following day.
  - The normal workweek shall average fifty-six (56) hours per week with a three (3) shift system under the procedure of the “Chicago Plan” Schedule for shift employees wherein employees will work 24 hours – off 48 hours. The work period should consist of a twenty-eight (28) workdays coinciding with the two (2) pay periods as defined by the employer.
  
- Salaried Exempt Employees or as determined by Fire Board
  - Hours of shift may be one of the following shifts based on employment Classification.
    - Deputy Chief
      - The positions will average 48 scheduled hours per week with regularly scheduled meetings, trainings, and call back which may cause this to increase.
      - Deputy Chiefs work a rotating schedule as the Duty Chief, in addition to their regular hours. These shifts include nights, weekends, and holidays.
      - The Chief has the authority to implement a flexible schedule on a limited basis, based on the needs of the Fire District.
    - Human Resource Manager, Division Chief, Assistant Chief, and Chief
      - The positions will average 45 scheduled hours per week with regularly scheduled meetings, trainings, and call back which may cause this to increase.
      - The positions of Division Chief, Assistant Chief, and Chief will also work as the scheduled Duty Chief, in addition to their regular hours. These shifts include nights, weekends, and holidays. This may include regularly scheduled shifts, or as needed at the discretion of the Chief.
      - The Chief has the authority to implement a flexible schedule on a limited basis, based on the needs of the Fire District.

The Chief or the Chief’s designee may offer employees additional hours at any time based on the needs of the Fire District. Based on minimum staffing and other reasons, the Chief or designee may mandate any employee to work based on the needs of the Fire District. These hours may be offered in a manner deemed appropriate by the Chief and may include following a rotation starting with the most senior hourly employee continuing until the hours are picked up and continuing through the hourly employees each calendar year. To the extent practical, the Chief will try to avoid mandating an employee during the two days before or after a scheduled vacation or personal day. Mandating can occur the day of an open shift as necessary, however the Chief or designee will attempt to give employees as much notice as possible.

Employee Shift Trades: All sworn full-time employees are able to make trades with other sworn full-time employees if approved in advance by Chief or designee.

- Employees shall submit their trade requests to the Chief or designee utilizing the Fire District's paper trade request form and online scheduling software simultaneously.
- The Fire District shall not in such event be liable for overtime payment due because of said changes in work hours.
- The Fire District shall not in such event be held liable for tracking or enforcing duty time trades between employees.
- An employee's recourse in the event of an unfilled trade is to the other employee who is the trading partner.
- The Chief may hold either or both trading partners accountable for failing to fill a trade and creating a vacancy.
- Should the employee covering the trade utilize sick time during the scheduled trade those hours will be charge to the employee utilizing the sick time.

Overtime/Compensatory (Comp) Time: The Fair Labor Standards Act (FLSA) and its state counterpart, requires that positions be designated as exempt or non-exempt for considerations of overtime pay.

- Non-Exempt Employees: The Fire District has established a special "7(k) work period" for its firefighters, which increases the FLSA overtime thresholds beyond the normal 40 hour week. This is permitted according to FLSA rules contained in, 29 USC §207(k). Firefighters covered under these special work periods are entitled to FLSA overtime only for hours worked in excess of the threshold set by the Department of Labor. The District uses a 28-day work period, which means firefighters are entitled to FLSA overtime only for hours actually worked over 212 during that 28-day period. The Fire District has opted to pay overtime in the form of cash at a rate of one and a half times the employee's hourly wage, and does not utilize Comp time for Non-Exempt Employees.
- Exempt Employees: The Fire District does not utilize Comp time for Exempt Employees.

### **Off Duty Response to Incidents**

Hourly Employees that are not currently on duty and capable of responding, may respond to the station for any incident which results in an "Paid-on-Call" or "All Available" response for the employees station unless otherwise designated by the Chief or the Chief's designee.

### **Seniority**

All newly hired employees shall serve a twelve (12) month probationary period. Upon completion of said probationary period, the employee shall be granted seniority rights from the date of full-time hire. The probationary period may be extended at the discretion of the Chief. Probationary employees and any other employee who is not a subordinate, as defined by the District, serve at-will and may be disciplined or discharged at the sole discretion of the Chief without recourse. Only those employees designated as subordinates by the District are entitled to statutory protections identified in Wisconsin Statutes Section 62.13(5).

## **Residency Requirements**

Full-time employees are required to maintain residency within 15 miles of the Fire District's jurisdictional boundaries according to Wisconsin State Statute 66.0502 (4)(b)(c).

- Jurisdictional boundaries are defined as the non-contract boundaries of the Fire District.
- The distance will be measured from the jurisdictional boundary closest to the employee's residence, to the employee's residence using online mapping software selected by the Chief.

## **Evaluations**

All full-time employees will complete an annual evaluation process. The evaluation will consist of a self-evaluation completed by the employee and a supervisor evaluation. Evaluations will be completed by at least two supervisors. The Chief will sign off on all evaluations and partake in the evaluation process for all full-time employees. If an employee feels that there is a discrepancy in their evaluation, then they may review their evaluation with the Chief. The Chief, in the Chief's discretion, may allow the evaluation to be reviewed with the affected employee and the supervisors before the Fire Board.

Newly hired full-time employees will receive quarterly evaluations during their probationary period. These evaluations will be completed by at least two supervisors. The purpose of these evaluations is to monitor the progress of the newly hired employees and to provide feedback to them on their status.

## **Wages**

The Fire District will identify wage rates for each of the full-time job classifications as identified in the Pay Rate Policy Appendix B. Employees will be paid through the Fire District's direct deposit system. The Fire Board will review the wage rates for each classification and make adjustments. The wage rates will be approved annually during the December Fire Board meeting. Employees will progress through the step program based on their annual employment evaluation. Employees scoring in the top two tiers may be eligible for a full step, employees scoring in the middle tier may be eligible for a half step, and employees scoring in the bottom two tiers may receive an adjustment based on adjustments to the step bracket they are currently in as approved by the Fire Board. Once an employee reaches the maximum step, they are eligible for a percentage increase based on factors determined by the Board.

## **Health & Dental Insurance**

The Fire District may offer full-time employees health insurance according to Policy #600.003 which allows employees to continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. The Fire District may pay a portion of the premium at its sole discretion, unless otherwise required by law. The Fire District may change the insurance carrier and plan at its sole discretion and with or without notice, unless otherwise required by law.

### **Health Insurance – Retirees**

Except as stated herein, employees who retire from the Fire District may continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. Any such participation is subject to the employee paying 100% of the required premium.

### **Life Insurance**

At its sole discretion, unless otherwise required by law, the Fire District may pay the premium for life insurance for full-time employees in the insurance plan selected by the Fire District. The Fire District may change the insurance carrier and plan at its sole discretion and with or without notice, unless otherwise required by law. The Fire District may allow employees to utilize a payroll deduction in order to voluntarily obtain additional coverage which is funded by the employee.

### **Life Insurance – Retirees**

Except as stated herein, employees who retire from the Fire District may continue to participate in the Fire District's life insurance plan as permitted by the plan and the law. Any such participation is subject to the employee paying 100% of the required premium.

### **125 Cafeteria/Flexible Spending Account**

The Fire District may authorize and establish of Section 125/Flexible Spending Account for employees under applicable IRS regulations. Employees may use the Section 125 program to make health insurance premium contributions on a pre-tax basis.

### **Deferred Compensation Program**

Fire District may authorize employees to participate in the Wisconsin Retirement System's Deferred Compensation Program. This is a self-funded program paid for by employees.

### **Wisconsin Retirement System**

The Fire District may pay the employer's share in the Wisconsin Retirement System for an eligible participating employee (this includes any eligible employee of the Fire District, regardless of their classification) based on their annual salary. Employees are required to contribute the employee share. All eligible employees shall be participants in the Wisconsin Retirement System.

### **Vacation & Personal Time**

The District may offer vacation and personal leave to eligible full-time employees within the classifications of Sworn Full-Time Employees, Hourly Employees, Hourly Shift Employees, and Salaried Exempt Employees. Vacation is available for use beginning on January 1<sup>st</sup> each year and is earned over the course of the year based on time worked and paid leave used and is prorated based on separation of employment or any unpaid leave (prorated based on days not worked due to separation or unpaid leave in the year divided by scheduled workdays in the year). Personal

time is available for use beginning January 1<sup>st</sup> each year. For new hires, vacation and personal time is prorated for earning and use for new hires during the first calendar year of employment based on full months worked for the remainder of the year. For example, if an employee is hired on June 13, 2019, then the employee receives the equivalent of 6/12 of vacation and vacation leave which is available for earning over the remainder of the year and use for the remainder of the calendar year provided the employee does not have any unpaid leave or separation of employment. The employee is then fronted vacation on January 1 for earning and use during the next calendar year. Increases in vacation allotments occur in the calendar year after the employee's anniversary date. For example, if an employee is hired on April 13, 2015, then the employee receives the increase in vacation after four years of service beginning on January 1, 2020 provided the employee has no break in full-time service. Personal time and Vacation must be used during the calendar year which it is earned. Vacation and Personal time have no other cash value and unused time is not eligible for payout, although carryover of up to one week of vacation may only be approved by the Chief under extenuating circumstances following a written request which is reviewed and approved by the Chief. The Chief will notify the Fire Board any time approval of carryover vacation is approved. A week of vacation consists of 45, 48, or 72 hours, as applicable and personal time is a regularly scheduled shift for the employee. Vacation and personal leave that is used but unearned must be repaid to the District and may be deducted as an overpayment from an employee's paycheck to the extent permitted by law.

The Fire District may provide its eligible full-time employees with up to the following amounts of vacation annually as follows based on full-time hire date and subject to any proration as identified in this policy:

- Vacation time will be prorated for any newly hired employee eligible for vacation time under this policy, regardless of employment category, or an eligible employee on unpaid leave or who separates employment.
- Hourly Employees (Averaging 45-hour workweek)
  - Personal time off – up to two (2) days per year (equivalent to 18 hours).
  - Vacation time
    - Up to two (2) weeks during first year of employment (equivalent to 90 hours).
    - Up to three (3) weeks after four years of employment (equivalent to 135 hours).
    - Up to four (4) weeks after nine years of employment (equivalent to 180 hours).
    - Up to five (5) weeks after eighteen years of employment (equivalent to 225 hours).
- Hourly Shift Employees (averaging 56-hour workweek)
  - Personal time off – up to one (1) day per year (equivalent to 24 hours).
  - Vacation time
    - Up to one (1) week during first year of employment (equivalent to 72 hours).

- Up to two (2) weeks after first year of employment (equivalent to 144 hours).
  - Up to three (3) weeks after four years of employment (equivalent to 216 hours).
  - Up to four (4) weeks after nine years of employment (equivalent to 288 hours).
  - Up to five (5) weeks after eighteen years of employment (equivalent to 360 hours).
- Salaried Exempt Employees (Deputy Chiefs)
  - Personal time off – up to two (2) days per year (equivalent to 18 hours).
  - Vacation time
    - Up to three (3) weeks first year of employment as a salaried exempt employee (equivalent to 144 hours).
    - Up to four (4) weeks after first year of employment as a salaried exempt employee (equivalent to 192 hours).
    - Up to five (5) weeks after six years of employment as a salaried exempt employee (equivalent to 240 hours).
- Salaried Exempt Employees (Human Resource Manager, Division Chief, Assistant Chief, and Chief)
  - Personal time off – up to two (2) days per year (equivalent to 18 hours).
  - Vacation time
    - Up to three (3) weeks first year of employment as a salaried exempt employee (equivalent to 135 hours).
    - Up to four (4) weeks after first year of employment as a salaried exempt employee (equivalent to 180 hours).
    - Up to five (5) weeks after six years of employment as a salaried exempt employee (equivalent to 225 hours).

Submission and approval of vacation and personal time:

- Employees shall submit their vacation requests to the Chief or designee utilizing the Fire District's paper time off request form and online scheduling software simultaneously one week prior to their requested time off.
- Vacation and personal days may only be taken in half- or full-day increments, either at the beginning or end of a scheduled shift.
  - A half day for a 45-hour employee is 4.5 hours paid leave and a full day is 9 hours.
  - A half day of paid leave for a 56-hour employee is 12 hours of paid leave and a full day is 24 hours.
  - A half day for a salaried exempt (48-hour) employee is 4 hours of paid leave and a full day is 8 hours. Unless a salaried exempt employee is taking vacation during a scheduled 24-hour shift, a half day is 12 hours of paid leave and a full day is 24 hours.
  - A half day for a salaried exempt (45-hour) employee is 4.5 hours of paid leave and a full day is 9 hours. Unless working a reduced workweek, such as a four-day workweek a half day would 5.63 hours of paid leave and a full day is 11.25 hours.



- Vacation is approved based on date of submission, seniority, and at the discretion of the Chief or designee.
- Employees may submit up to 50% of their vacation time for the next year by December 1<sup>st</sup> of the current year. Submissions including the two days prior and after a holiday will be approved one holiday at a time based on date of submission, seniority, and at the discretion of the Chief. Approval will be done one week at a time based on seniority.
- All requests are subject to approval by the Chief. Dependent on minimum staffing no more than two of the full-time employees scheduled per shift/day may be absent at a time, at the discretion of the Chief.
- Personal time may be requested twenty-four hours in advance of a scheduled shift. It will be approved based on minimum staffing requirements or the ability to mandate other staff at no additional cost to the District.

Illness/Disability After Vacation Approval: Any illness or disability which occurs after an approved vacation has begun is considered vacation and no other benefit will be paid during that time.

No Payments: Vacation and personal time are meant to be served as time away from work to refresh oneself and handle personal matters. Payment in lieu of vacation time off will not be granted. The only time payment in lieu of vacation will be permitted is for employees with five (5) weeks of vacation. Employees with five (5) weeks of vacation may opt to trade the 5<sup>th</sup> week of vacation in for pay in lieu of the 5<sup>th</sup> week of vacation. The employee will be paid 75% of the hours at their hourly rate in lieu of the full 5<sup>th</sup> week of vacation.

Leave of Absence: Employees do not earn vacation benefits while on an unpaid leave (not classified as FMLA leave) of absence exceeding 30 days, unless otherwise required by law.

### **Holiday Time**

The Fire District has identified the following ten (10) days as recognized holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day.

- Hourly Employees (Averaging 45-hour workweek)
  - Will receive paid time off when the above holiday falls on a regularly scheduled day of work or when the Holiday is observed the following day provided that the employee is working or using paid vacation or personal time leave on the workday immediately adjacent thereto.
- Hourly Shift Employees (averaging 56-hour workweek)
  - Will receive twelve (12) hours of pay on each of the holidays listed above, as the holiday passes during the year and regardless if that the employee is working or not unless the employee is on an authorized unpaid leave of absence.
  - Hourly Shift Employees are required to work scheduled holidays based on the shift rotation.

- Salaried Exempt Deputy Chiefs
  - Salaried Deputy Chiefs are required to work scheduled holidays based on the Duty Chief shift rotation.
  - Deputy Chiefs will receive paid time off when the above holiday falls outside of their scheduled Duty Chief schedule. If a holiday falls on a regularly scheduled office day or when the Holiday is observed the following day provided that the employee is working or using paid vacation or personal time leave on the workday immediately adjacent thereto.
- Salaried Exempt Employees
  - The Chief, Assistant Chief, Division Chief, and Human Resources Manager will receive paid time off when the above holiday falls on a regularly scheduled day of work or when the Holiday is observed the following day provided that the employee is working or using paid vacation or personal time leave on the workday immediately adjacent thereto.
  - These positions may be scheduled to work holidays based on the needs of the District.

### **Sick Leave/Short Term Disability**

Paid sick leave is earned by eligible full-time employees within the classifications of Sworn Full-Time Employees, Hourly Employees, Hourly Shift Employees, and Salaried Exempt Employees Sworn only. An eligible employee who has earned sick leave hours may be eligible for sick leave for any period of absence from employment due to personal illness, bodily injury, exposure to contagious disease, or pregnancy where the employee is too sick, injured, or restricted to perform the functions of the employee's job or other meaningful activity.

Sick leave may be accrued at the rate of twelve (12) hours per full month worked (including use of paid leave during that month), with a maximum total accumulation of 1,008 hours. Sick leave is not earned during periods of unpaid leave or during less than a full month of paid service. Illness extending beyond earned sick leave will be charged against earned paid leave.

Eligible employees hired by the District will be credited for sick hours from their current employer up to the District's maximum. Proof of these hours are required for credit.

Sick leave may be taken for an immediate family member with medical or dental appointments, for attending the day of surgery for an immediate family member, and when necessary to attend to dependent children who are too sick to provide care for themselves. Absences due to illness or injury to employee's family other than stated above will be charged to vacation time, unless such leave is protected by the Wisconsin Family Medical Leave Act.

The immediate family consists of the spouse and/or dependent children. Spouse is defined as an employee's lawful husband or wife. Dependent child is a child under the age of 18 or if over 18, incapable of self-care due to a mental or physical disability which the employee is responsible for and only if that child is living with the employee.

Sick leave must be submitted using the Fire District's paper time off request form and online scheduling software. Sick leave is approved on an individual basis by the employee's immediate supervisor. Employees who call in sick must contact their supervisor an hour before the start of their workday and may be asked to identify the anticipated duration of the leave, the timeline when the condition began, whether the employee is seeking treatment, and the specific duties the employee is unable to perform. Failure to do so will result in that day being charged against vacation time as well as discipline up to and including discharge. Because sick leave is a valuable benefit not available to others and because sick leave misuse has a substantially disruptive effect on the workforce, the limited resources available to the District, and the trust that others must have in that employee, sick leave misuse may result in substantial disciplinary consequence of discharge.

Scheduled sick leave may be taken for medical or dental appointments in one hour increments provided approval has been received from the Chief. Employees should make every effort to avoid scheduling medical and dental appointments during work hours. At the discretion of the Fire Board, absences due to serious illness or injury extending beyond earned sick leave may be extended based on an employee's past work record and performance and any other legal requirements.

The Fire District may require a doctor's certificate to verify illness of the employee or immediate family members when the employee seeks to use paid leave or for any other legitimate reason. Employees must notify the Chief as soon as they become aware, or at least 30 days in advance for the need for time off for any anticipated absence, including elective type medical situations (surgeries, procedures, etc.).

In the discretion of the Chief, a doctor's excuse must be provided upon return to work or sick leave will not be paid for the days of absence. An employee whose absences are excessive or follow a pattern may be required to furnish a doctor's certificate for any absence, regardless of length.

No pay will be granted at separation of employment for any unused accumulated sick leave.

For employees who retire from employment with the District and who are eligible to receive paid sick leave under this policy, the District may offer a retirement benefit which may include establishing a retiree Health Reimbursement Account for the retiring employee. The District may deposit annually the Employee's remaining accrued sick leave which exceeds the maximum accumulation of 1008 hours earned during the past year into a Health Reimbursement Account. Sick leave which exceeds the maximum accumulation of 1,008 hours at the end of the calendar year will be deposited into the employee's Health Reimbursement Account at a rate of \$20.00 per hour, for use for qualifying purposes at the time the HRA benefit is used. There shall be no cash payout of sick leave available or any other payment. The employee shall be responsible for payment of administrative fees for the account. The HRA plan will control for purposes of plan administration. For purposes of the benefits in this Policy, to retire is distinct from resignation, and to retire means to end employment with the District to begin receipt of normal retirement benefits through the Wisconsin Retirement System and not pursuant to any early or disability retirement program, and with the intention of retiring and not accepting foreseeable employment elsewhere. The District reserves the right to modify or not offer this benefit at any time. Any

employee seeking use of this benefit should consult his or her own personal tax advisor to address any personal income tax issues that may exist at that time.

### **Long Term Disability**

Full-time Employees covered under the Wisconsin Retirement System (WRS) may be eligible for permanent disability benefits if they become disabled while they are employed. The terms and conditions of that plan change from time to time, and specific details can be obtained from the WRS.

### **Workers Compensation**

Each employee of the Fire District is covered by Worker's Compensation insurance in the event of an injury at work which requires a doctor's attention. This insurance is fully paid by the Fire District. Any accident, however minor, must be reported to the Duty Chief immediately, so the proper forms can be completed and filed with the necessary parties.

Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin.

### **Family and Medical and Organ Donor Leave**

Employees are directed to Policy #600.011 to understand their rights, obligations, and the process for requesting and using leave under the State and Federal Family Medical Leave Act and Organ Donor leave laws.

### **Funeral Leave**

The Fire District will allow full-time employee's funeral leave as follows: three (3) consecutive calendar days for the death of a parent, spouse, brother, sister, child, or grandparent of an employee or of the employee's spouse. In the case of other family members, a one (1) day leave is allowed. The Chief may authorize additional leave to be deducted from the employee's applicable leave bank. Funeral leave shall be used within 14 days of the death, or at the discretion of the Chief for extenuating circumstances.

### **Military Leave**

An employee requiring military leave will be afforded such leave as required by state and federal laws.

### **Other Leave**

An employee requiring leave of absence from the District must notify the Chief as soon as the need for leave arises. The District may require the employee to exhaust all paid leave, as applicable and

to the extent such leave is subject to use, before granting an unpaid leave. Leaves of absence are considered on a case by case basis and based on the individual circumstances facing the District and the employee. Unless otherwise required by law, the Chief shall have sole discretion to grant or deny any request for other leave, and such leave shall be unpaid if the employee is not otherwise required to exhaust all paid leave available to them, as applicable and to the extent any such leave is subject to use.

### **Clothing Allowance**

The Fire District will provide sworn full-time employees an annual clothing allowance for the purchase of clothing or equipment necessary to meet uniform policy #200.921, and prorated for years of partial service. The Fire District will provide eligible employees with turnout gear in addition to the annual clothing allowance.

- Sworn Full-time Employee Allowance
  - \$500 per year

### **Communication Allowance**

The Fire District will provide Salaried Exempt Employees a District paid cell phone or allowance of \$45 per month.

## **SECTION 2: BENEFITS FOR NONSWORN FULL-TIME EMPLOYEES (INTERNS)**

**Employment Package.** Non-Sworn Full-Time Employees of the Fire District are only eligible for a limited class of designated employee benefits as part of their full-time employment package with the Fire District, and only as expressly identified within Section 2 of this policy. The Fire Board approves the policy and the benefits outlined in the policy and reserves its right to make any changes at any time to this policy and the benefits afforded herein. The Fire Board will approve the employees wage at time of hire, and review additional adjustments annually. The Fire Board may establish a mutually agreed upon employment contract with employees that differs from this policy and such contract must be in writing, approved by the Board at a duly-noticed meeting of the Board, and intended to be a contract.

**Regularly Scheduled Hours.** Employees will be assigned their regular scheduled hours/shift. These hours may change based on the needs of the District.

- Hours of shift may be from 6am until 6am the following day.
- The normal workweek shall average fifty-six (56) hours per week with a three (3) shift system under the procedure of the “Chicago Plan” Schedule for shift employees wherein employees will work 24 hours – off 48 hours. The work period should consist of a twenty-eight (28) workdays coinciding with the two (2) pay periods as defined by the employer.
- Employees are not compensated hourly during mandatory classroom attendance as part of internship program, and will be removed from these regularly scheduled hours on the schedule if they have class during a regularly scheduled shift.

The Chief or the Chief's designee may offer employees additional hours at any time based on the needs of the Fire District. Based on minimum staffing and other reasons, the Chief or designee may mandate any employee to work based on the needs of the Fire District. These hours may be offered in a manner deemed appropriate by the Chief.

**Employee Shift Trades:** Intern employees are able to make trades with other Intern employees if approved in advance by the Chief or designee.

- Employees shall submit their trade requests to the Chief or designee utilizing the Fire District's paper trade request form and online scheduling software simultaneously.
- The Fire District shall not in such event be liable for overtime payment due because of said changes in work hours.
- The Fire District shall not in such event be held liable for tracking or enforcing duty time trades between employees.
- An employee's recourse in the event of an unfilled trade is to the other employee who is the trading partner.
- The Chief may hold either or both trading partners accountable for failing to fill a trade and creating a vacancy.
- Should the employee covering the trade utilize unpaid leave during the scheduled trade, then those hours will be charge to the employee utilizing the unpaid leave.

**Compensatory Time.** Non-sworn full-time employees are not eligible to accrue compensatory time.

**Seniority.** The seniority date for Non-Sworn Full-Time Employees shall be their first date of hire; however, if a Non-Sworn Full-Time Employee is eventually hired as a Sworn Full-Time Employee or into any other sworn employee classification, that individual shall be considered a "newly hired employee" under this Policy and, as such, shall be subject to a full probationary period from their date of hire into the sworn position, and their date of hire into the sworn position shall be considered the "date of full-time hire" for purposes of seniority.

**Residency Requirements.** Non-Sworn Full-Time Employees stay at the fire stations and do not need to maintain residency within 15 miles of the Fire District's jurisdictional boundaries.

**Health & Dental Insurance.** The Fire District may offer Non-Sworn Full-Time Employees health insurance according to Policy #600.003 which allows employees to continue to participate in the Fire District's health insurance plan as permitted by the plan and the law. The Fire District may pay a portion of the premium at its sole discretion, unless otherwise required by law. The Fire District may change the insurance carrier and plan at its sole discretion and with or without notice, unless otherwise required by law.

**Life Insurance.** At its sole discretion, unless otherwise required by law, the Fire District may pay the premium for life insurance for Non-Sworn Full-Time Employees in the insurance plan selected by the Fire District. The Fire District may change the insurance carrier and plan at its sole discretion and with or without notice, unless otherwise required by law. The Fire District may

allow employees to utilize a payroll deduction in order to voluntarily obtain additional coverage which is funded by the employee.

### **125 Cafeteria/Flexible Spending Account**

The Fire District may authorize and establish of Section 125/Flexible Spending Account for employees under applicable IRS regulations. Employees may use the Section 125 program to make health insurance premium contributions on a pre-tax basis.

### **Deferred Compensation Program**

Fire District may authorize employees to participate in the Wisconsin Retirement System's Deferred Compensation Program. This is a self-funded program paid for by employees.

### **Wisconsin Retirement System**

The Fire District may pay the employer's share in the Wisconsin Retirement System for an eligible participating employee (this includes any eligible employee of the Fire District, regardless of their classification) based on their annual salary. Employees are required to contribute the employee share. All eligible employees shall be participants in the Wisconsin Retirement System.

**Unpaid Leave, FMLA, and Military Leave.** Non-Sworn Full-Time Employees are eligible for up to one week of unpaid time off, equivalent to 72 hours during the first year of service. In the second and third year of service, the employee is eligible for up to two weeks of unpaid time off, equivalent to 144 hours each year. Unpaid leave shall be scheduled and is subject to the final approval of the Duty Chief or the Chief's designee. An employee requiring FMLA or military leave will be afforded such leave as required by state and federal laws.

**Vacation & Personal Time, Holiday Time, and Sick Leave.** Non-Sworn Full-Time Employees are not eligible to earn or utilize any paid vacation, sick, or personal leave benefits. Non-Sworn Full Time Employees are not eligible for paid time off on holidays. If a Non-Sworn Full Time Employee is scheduled to work on a holiday recognized by the Fire District, then they shall not receive any additional compensation for working such holiday beyond their regular base wage, unless otherwise required by law.

**Short or Long Term Disability.** Non-Sworn Full-Time Employees are not eligible for District-paid short-term or long-term disability benefits.

**Funeral Leave.** Non-Sworn Full-Time Employees are not eligible to earn or receive paid funeral leave.

**Workers Compensation.** Each employee of the Fire District is covered by Worker's Compensation insurance in the event of an injury at work which requires a doctor's attention. This insurance is fully paid by the Fire District. Any accident, however minor, must be reported to the Duty Chief immediately, so the proper forms can be completed and filed with the necessary parties.

Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin.

**Clothing Allowance.**

Non-Sworn Full-Time Employees shall not be eligible to receive the standard clothing allowance but may be provided up to \$100.00 per year for uniforms. The District will provide turnout gear.

**Off-Duty Response to Incidents.** Employees that are not currently on duty and capable of responding, may respond for any incident which results in an “Paid-on-Call” or “All Available” response for the employees station unless otherwise designated by the Chief or the Chief’s designee.

**REVISION HISTORY**

03-27-2017	Initial publication.
05-22-2017	Revision of personal, vacation, and sick time language
12-20-2017	Revision of salaried employee vacation time, and Deputy Chief hours.
09-24-2018	Revision, increased full-time uniform allowances.
08-26-2019	Revision of personal, vacation, and hour allowances following legal review.
01-25-2021	Added Human Resource Manager, adjusted vacation time for salaried staff from 56 hours to 48 hours, reduced clothing allowance.
12-15-2021	Revision of sworn benefits, addition of non-sworn full-time hourly employees.
02-28-2022	Revision to vacation request submissions, personal day available January 1, and change to allow two full-time employees off at a time.